V-CUBE Seminar

User Manual

3. Seminar Commencement and Recording (On-demand Video) by the Presenter

V-cube, Inc.

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Revision history

Revision date	Details
2014/01/23	- Added options for selecting scenes on-demand - Added functionality to specify the initial layout of the on-demand player
2013/10/09	- Corrected images
2013/05/17	- Corrected images
2013/02/08	- Replaced images in line with the addition of the Presenter URL functionality. Added a function for entering a room using a Presenter's URL in Section 10.1.2.
2012/07/17	- First version

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9 Before Starting a Seminar

You can check your video and audio in the rehearsal room before starting a seminar.

9.1 Rehearsing a Seminar (Using the Rehearsal Room)

You can conduct a rehearsal using the same conditions as for a real seminar. Use this function for practicing or checking your seminar in advance.

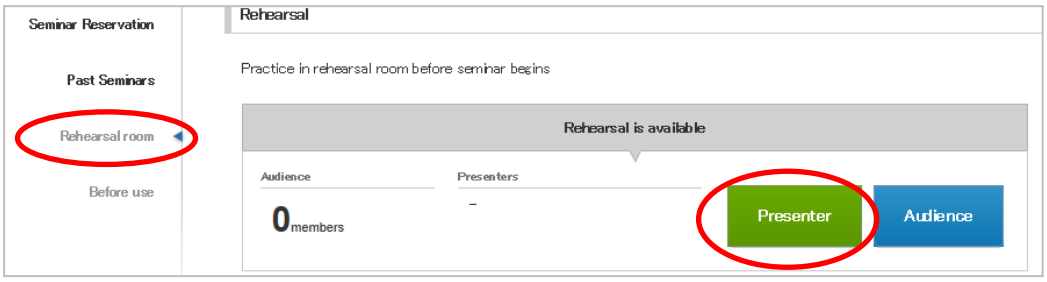
Note that your instant message log in the rehearsal room, documents uploaded to the file cabinet, and the whiteboard history are automatically deleted at 2:00 AM Japanese Standard Time (i.e., 6:00 AM Pacific Standard Time).

Note 1. Note that the rehearsal room's audio and video settings are not saved.

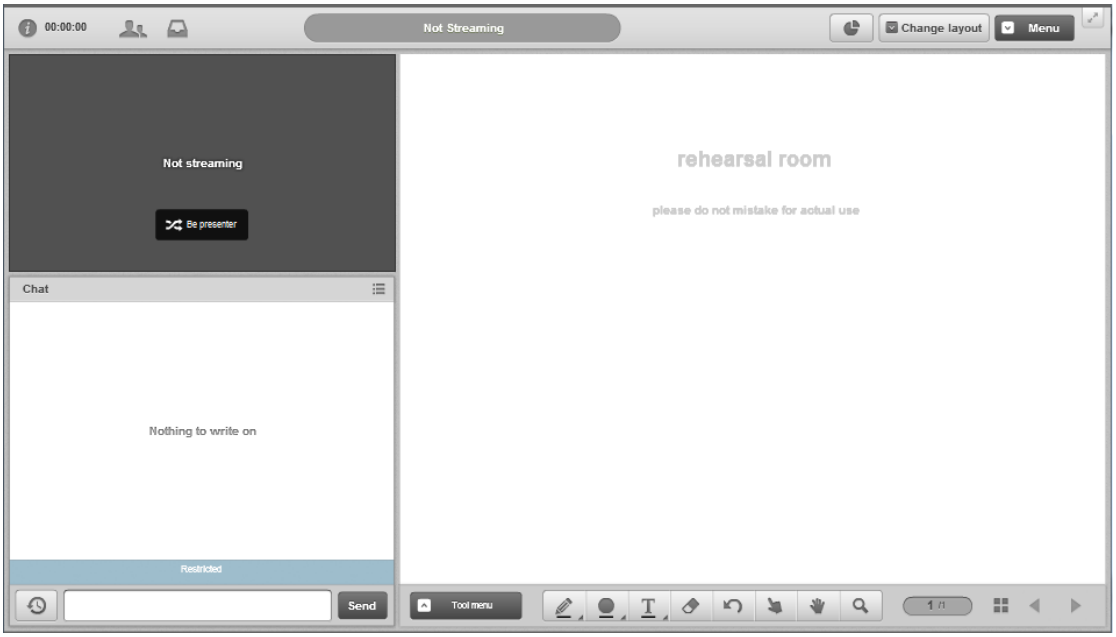
Note 2. You cannot record a video in the rehearsal room.

Note 3. If you conduct a rehearsal, make sure to close the rehearsal session before streaming a real seminar.

Step 1. Click Presenter in the rehearsal room.



Step 2. You can conduct a rehearsal under the same conditions as for a real seminar.



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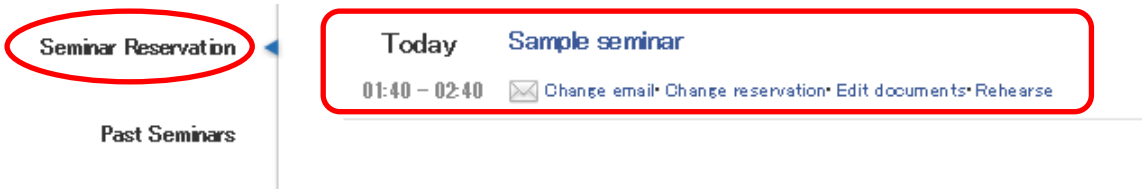
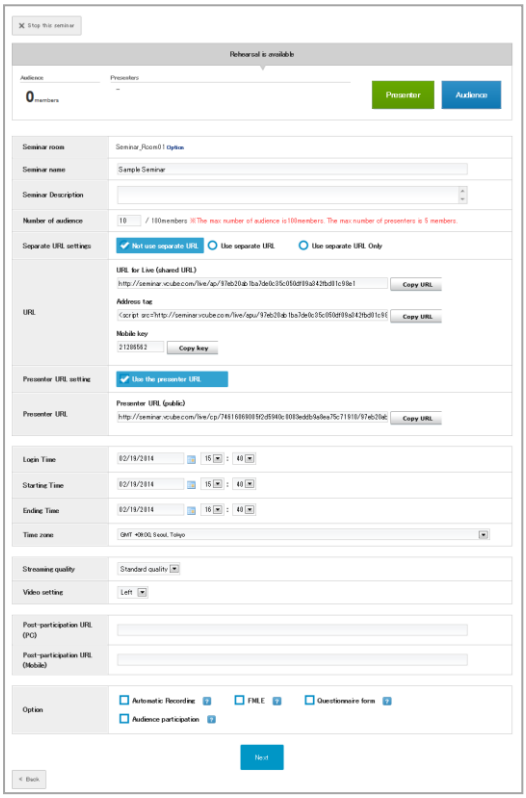
10 Starting a Seminar

Start a scheduled seminar.

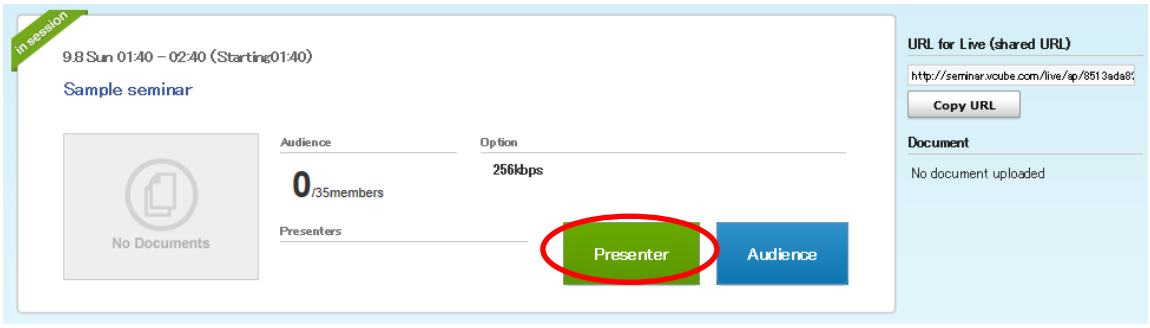
If any seminars are scheduled, they are displayed in the **Seminar Reservation** field.



You can check the scheduling details of each seminar by clicking the name.



At the scheduled time of the seminar, the **Presenter** button will appear for you to use to enter the seminar room.



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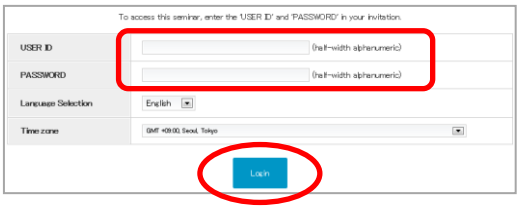
10.1 Participating as Presenter

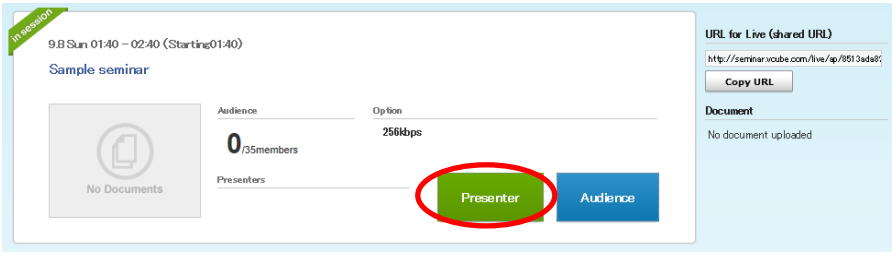
10.1.1 Entering the Room with Your User ID and Password

Step 1. **Enter your User ID and Password.**

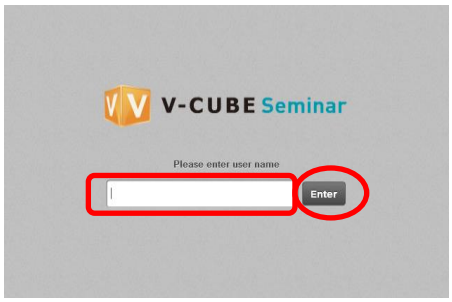


Step 2. **Click Login.**

Step 3. **Click Presenter.**



Step 4. **Enter your user name and click Enter.**



You have now entered the room.

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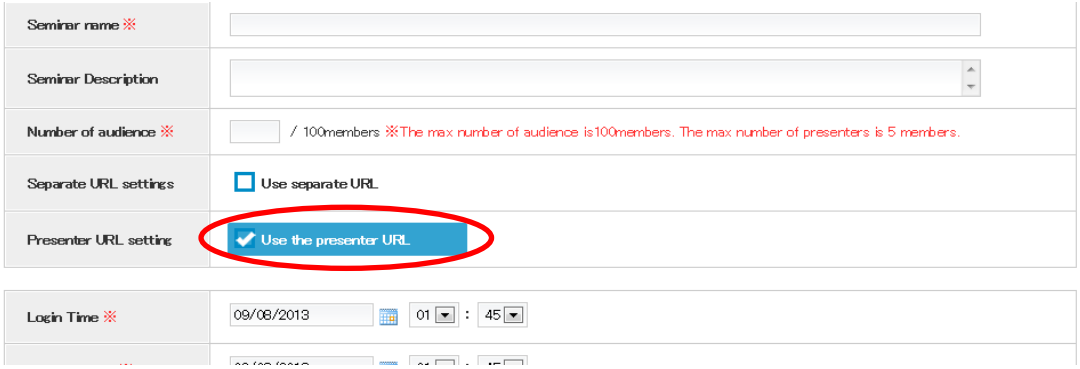
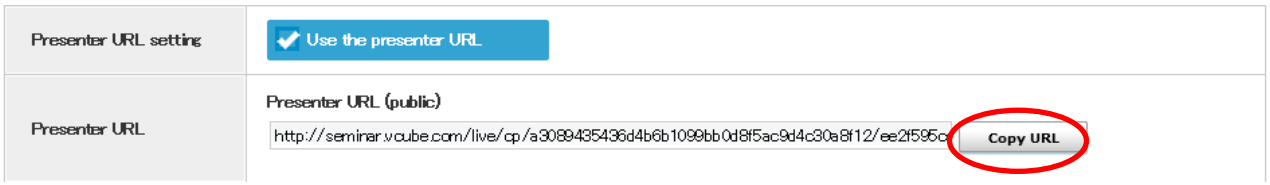
10.1.2 Entering the Room Using an Access URL

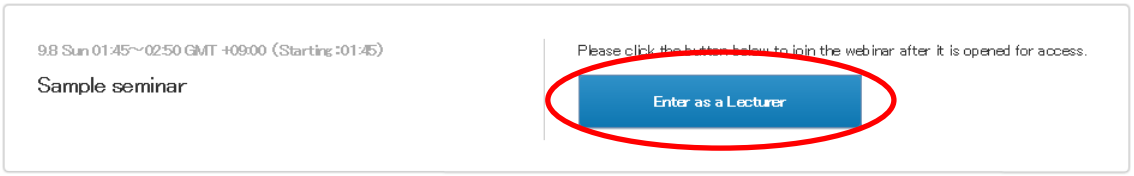
Step 1. Select the check box as shown below when you schedule a seminar.



Step 2. Once scheduling is complete, you can check the URL for accessing the seminar from the scheduling confirmation page.



Step 3. Go to the Presenter login page using the issued URL and click Enter as a Lecturer.


9.8 Sun 01:45~02:50 GMT +09:00 (Starting:01:45)
Sample seminar
Please click the button below to join the webinar after it is opened for access.
Enter as a Lecturer

Step 4. Enter your user name and click Enter.

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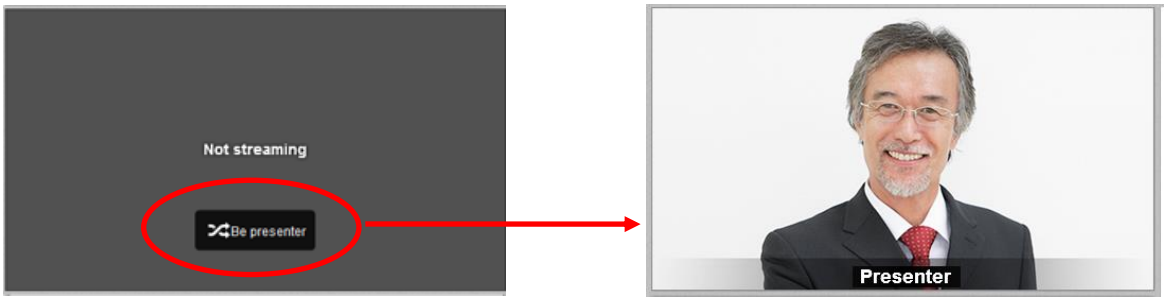
10.1.3 Being Presenter from the Start (Switching to Presenter Mode)

In some cases, there may be no “presenter” whose video and audio are streamed immediately after you enter the room.

Step 1. Click Be presenter.

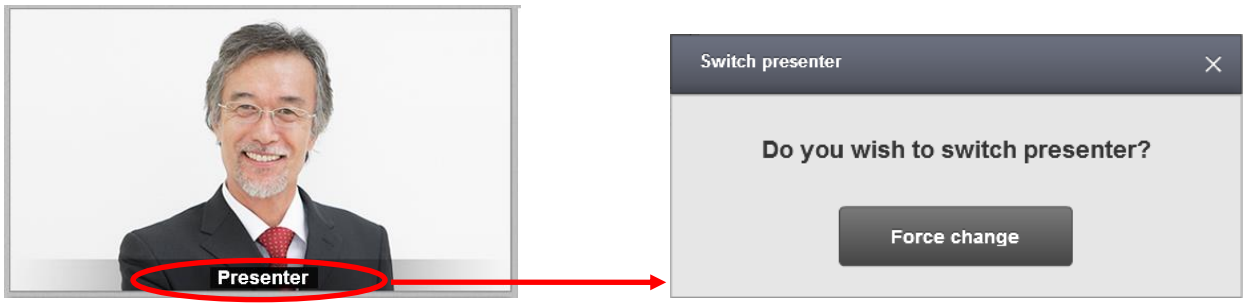
In this manner, you will be able to stream your video and audio as the presenter.



10.1.4 Becoming the Presenter during a Seminar (Using the Be presenter Button)

The procedure for becoming the Presenter during a seminar—for example, you entered the room as a Staff member—is as follows.

Step 1. Click Be presenter shown on the video window showing the current Presenter.



Step 2. The presenter is replaced. Note that once you enter Presenter mode, your video and audio are streamed to the Audience.

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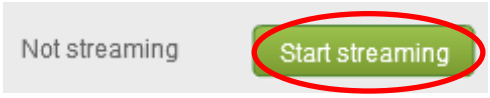
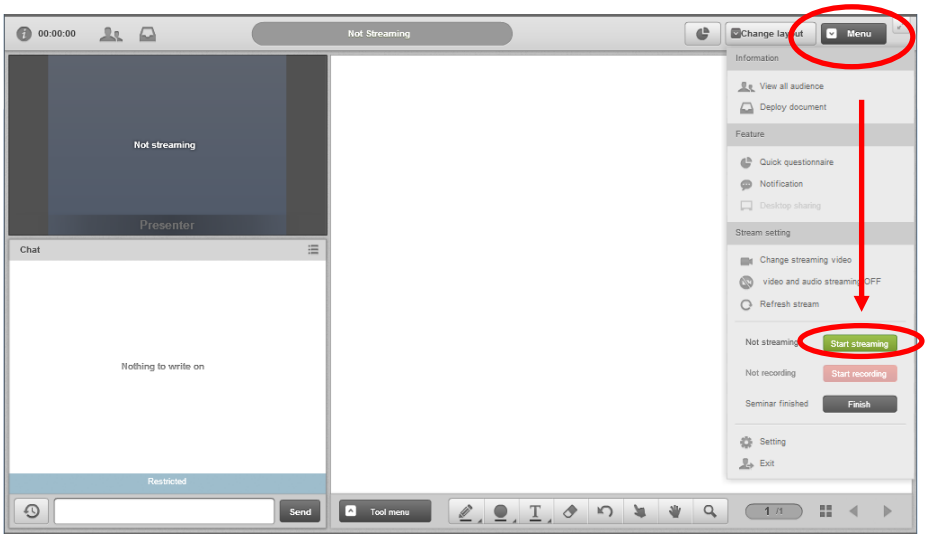
10.2 Starting the Streaming of a Seminar (Start streaming Button)

10.2.1 Starting to Stream a Seminar

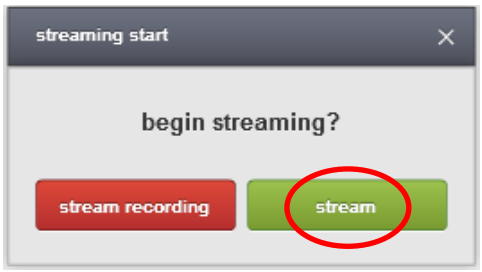
Step 1. Click Start streaming in Menu.

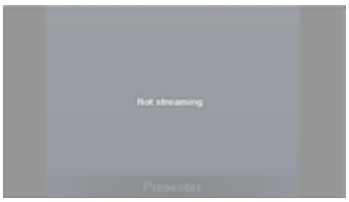
Note 1. You can click Start streaming if entered as the Presenter mode.



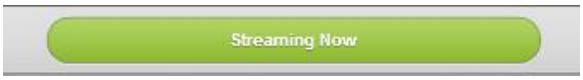


Step 2. Click stream.





Step 3. The streaming will start.



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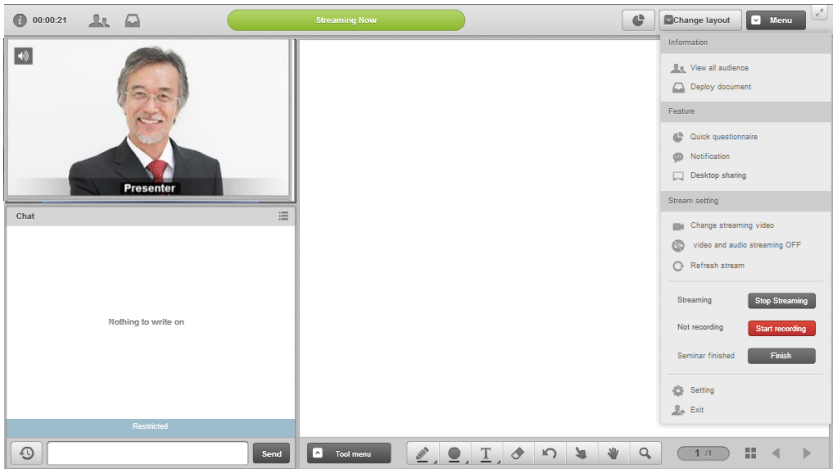
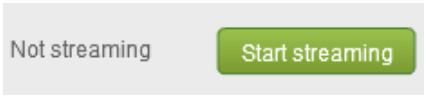


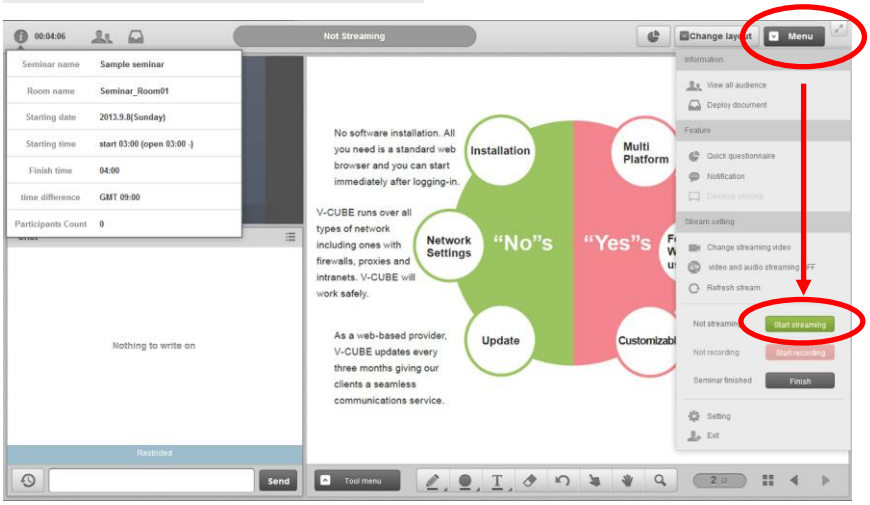
10.2.2 Starting Recording Simultaneously with Streaming (Automatic Recording)

Note 1. You need to set up automatic recording in advance when you schedule a seminar.

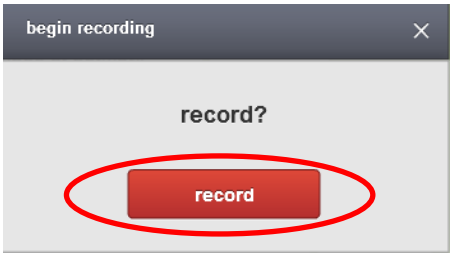
Step 1. Click Start streaming in Menu.

Note 2. You can click **Start streaming** if entered as the Presenter mode.





Step 2. Click record.



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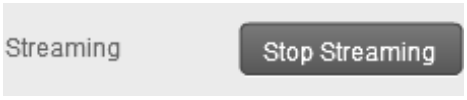
Streaming and recording will start simultaneously.

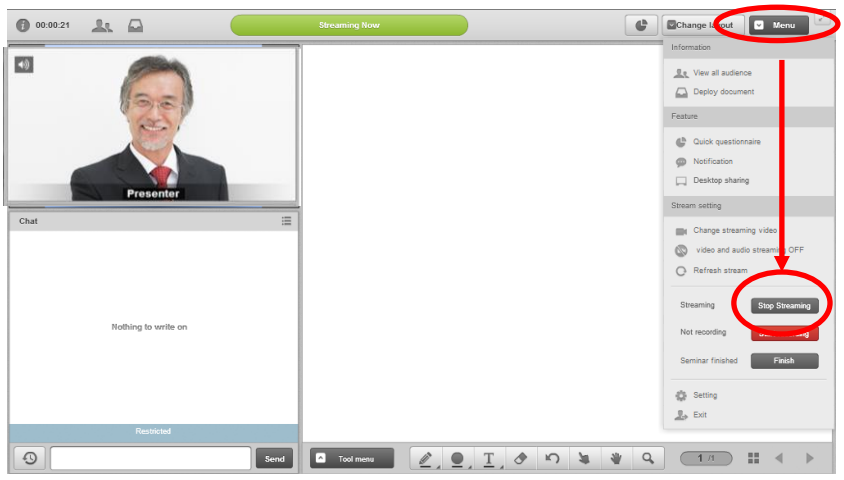
10.3 Ending Seminar (Stop Streaming Button and Finish Button)

There are two ways to end a seminar - either by ending the entire seminar or by the Presenter simply leaving the room. These two procedures are as follows.

10.3.1 Ending Seminar (Making All Participants Leave the Room)

Step 1. Click Stop Streaming in Menu.





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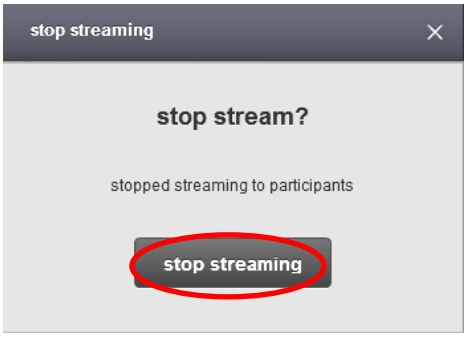
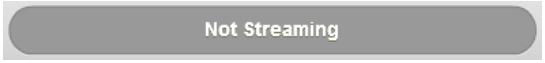
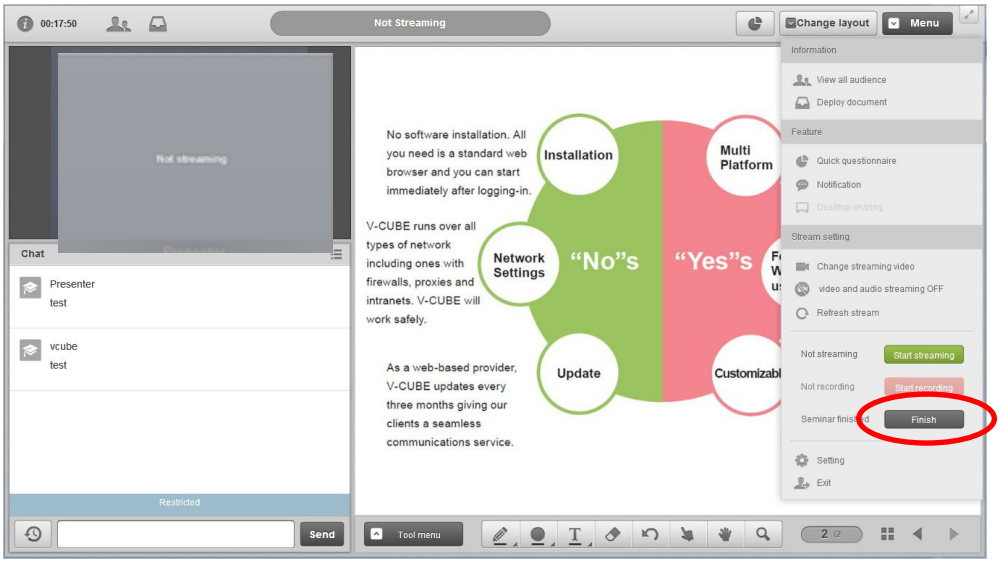
Step 2. Click stop streaming.

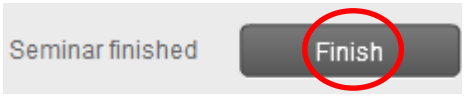


Step 3. The streaming of the Presenter's video will stop.

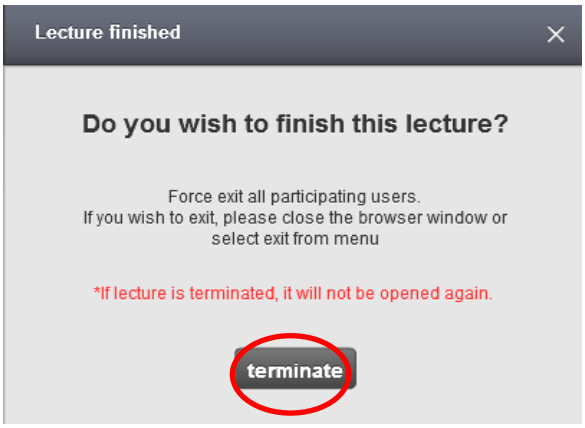




Step 4. Click Finish.



Step 5. Click terminate.


Lecture finished
Do you wish to finish this lecture?
Force exit all participating users.
If you wish to exit, please close the browser window or select exit from menu
*If lecture is terminated, it will not be opened again.
terminate

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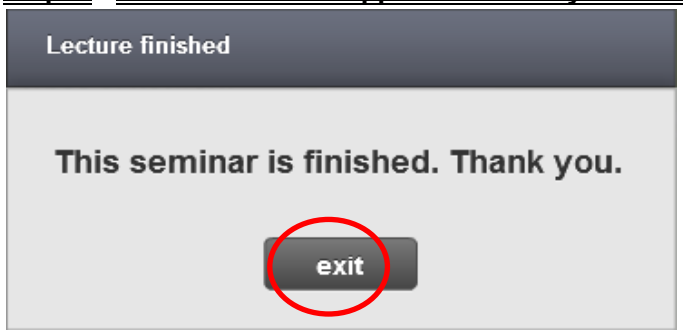
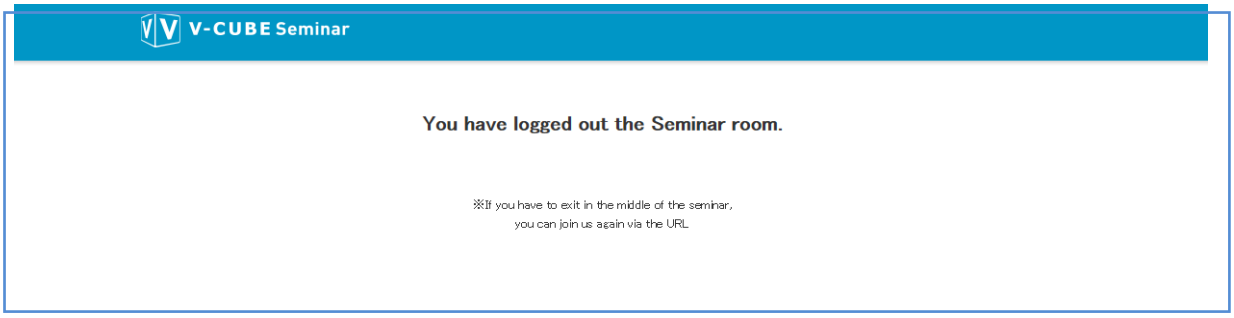
Note 1. Once the seminar is finished, the seminar can not be resumed. In addition, neither the Presenter nor the Audience can re-enter the room again.

Step 6. A notification will appear to inform you that the seminar is finished. Click exit.



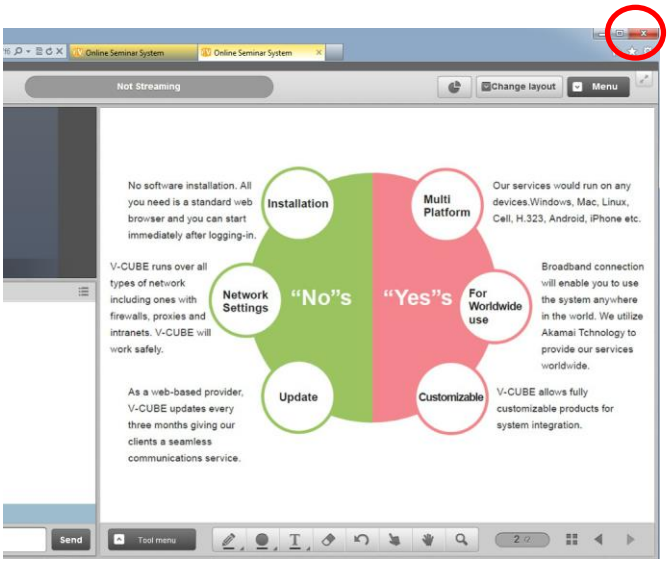
A message saying **You have logged out the Seminar room.** will appear on your page.

Note 1. The Audience is also able to view this page.


V-CUBE Seminar
You have logged out the Seminar room.
※If you have to exit in the middle of the seminar,
you can join us again via the URL

10.3.2 Leaving the Room Alone without Making Other Participants Leave

Step 1. Click X in the upper right corner to close your web browser.


Online Seminar System
Online Seminar System
Not Streaming
Change layout
Menu
No software installation. All you need is a standard web browser and you can start immediately after logging-in.
Installation
Multi Platform
Our services would run on any devices.Windows, Mac, Linux, Cell, H.323, Android, iPhone etc.
V-CUBE runs over all types of network including ones with firewalls, proxies and intranets. V-CUBE will work safely.
Network Settings
"No"s
"Yes"s
For Worldwide use
Broadband connection will enable you to use the system anywhere in the world. We utilize Akamai Tchnology to provide our services worldwide.
As a web-based provider, V-CUBE updates every three months giving our clients a seamless communications service.
Update
Customizable
V-CUBE allows fully customizable products for system integration.
Send
Tool menu

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11 Managing Seminar Records (Main Menu)

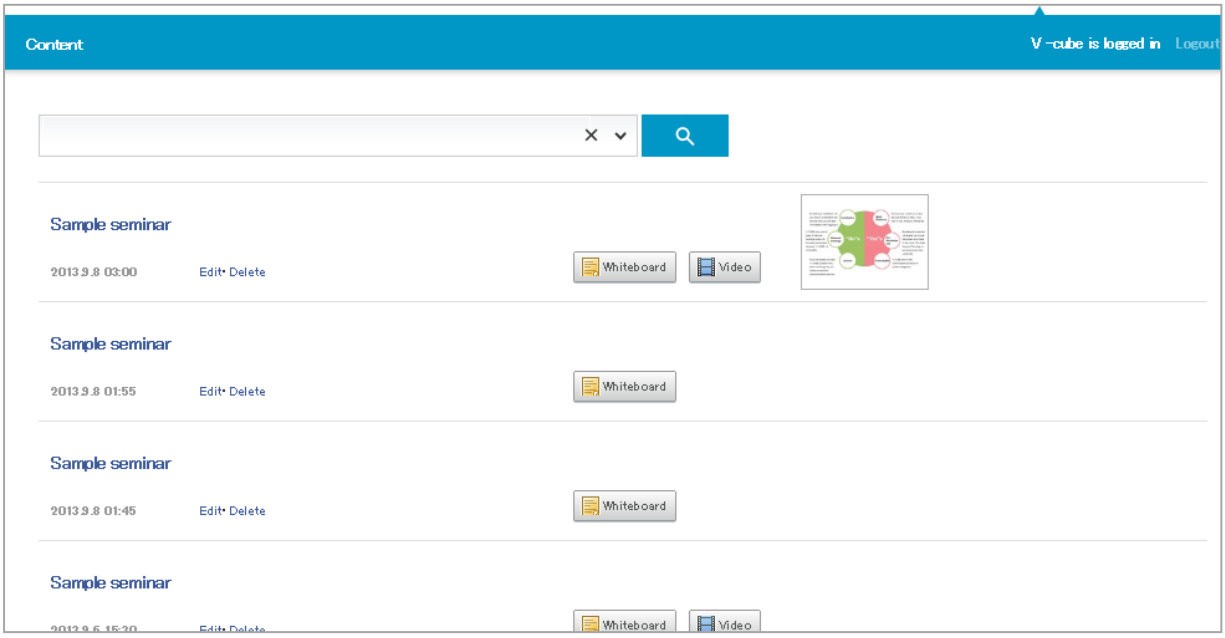
11.1 Managing Seminar Records

You can check seminar records after finishing a seminar in **Content** in the main menu or on the **Report** page.

11.1.1 Viewing Seminar Records

Step 2. Click Content.

Past seminars are displayed.



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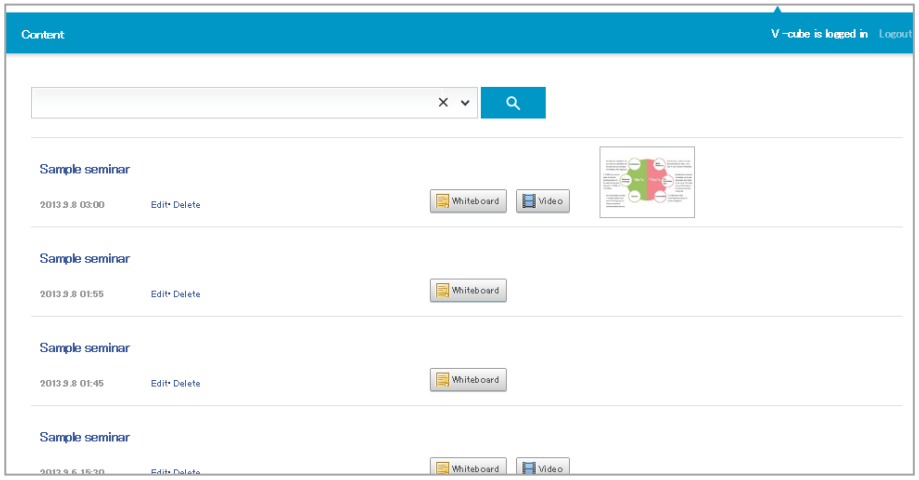
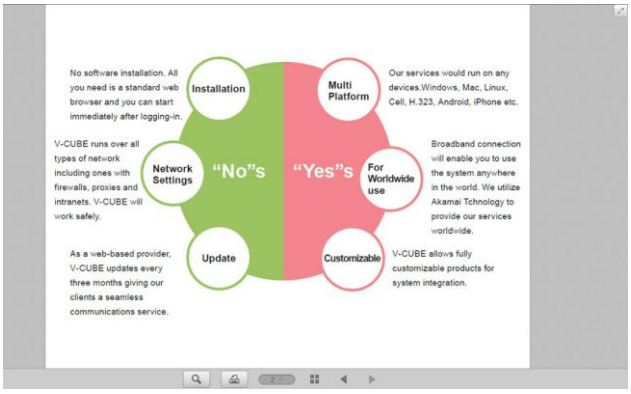
11.1.2 Viewing Seminar Whiteboard

Step 1. Click Content.



Step 2. Click Whiteboard beside the seminar you want to view.

Step 3. The whiteboards are displayed.


No software installation. All you need is a standard web browser and you can start immediately after logging-in.
Installation
Multi Platform
Our services would run on any devices.Windows, Mac, Linux, Cell, H.323, Android, iPhone etc.
V-CUBE runs over all types of network including ones with firewalls, proxies and intranets. V-CUBE will work safely.
Network Settings
"No"s
"Yes"s
For Worldwide use
Broadband connection will enable you to use the system anywhere in the world. We utilize Akamai Tchnology to provide our services worldwide.
As a web-based provider, V-CUBE updates every three months giving our clients a seamless communications service.
Update
Customizable
V-CUBE allows fully customizable products for system integration.

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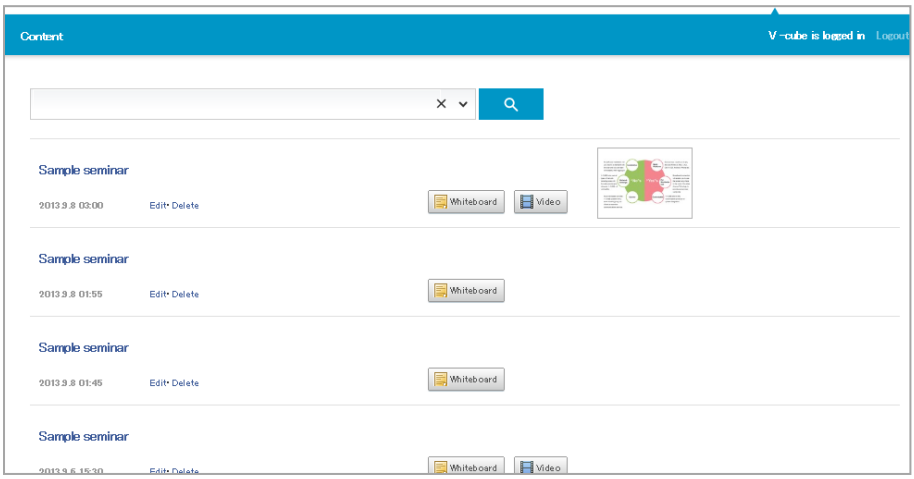
11.1.3 Viewing Seminar Videos (When Recording Function is Used)

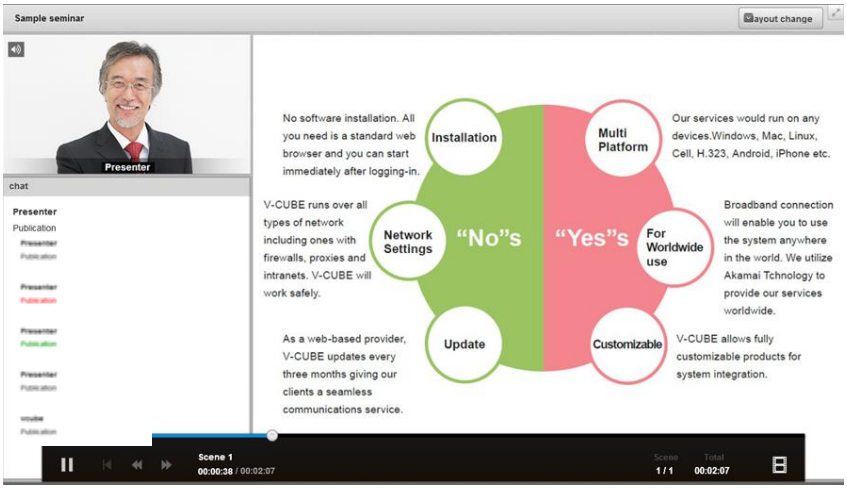
Note 1. The on-demand video recording is an optional feature. Contact our sales representative if you want to use this functionality.

Step 1. Click Content.



Step 2. Click Video beside the seminar you want to view.

Step 3. The video is displayed.


Sample seminar
Layout change
Presenter
chat
Presenter
Publication
No software installation. All you need is a standard web browser and you can start immediately after logging-in.
Installation
Multi Platform
Our services would run on any devices.Windows, Mac, Linux, Cell, H.323, Android, iPhone etc.
V-CUBE runs over all types of network including ones with firewalls, proxies and intranets. V-CUBE will work safely.
Network Settings
"No"s
"Yes"s
For Worldwide use
Broadband connection will enable you to use the system anywhere in the world. We utilize Akamai Tchnology to provide our services worldwide.
As a web-based provider, V-CUBE updates every three months giving our clients a seamless communications service.
Update
Customizable
V-CUBE allows fully customizable products for system integration.
Scene 1
00:00:38 / 00:02:07
1 / 1
00:02:07

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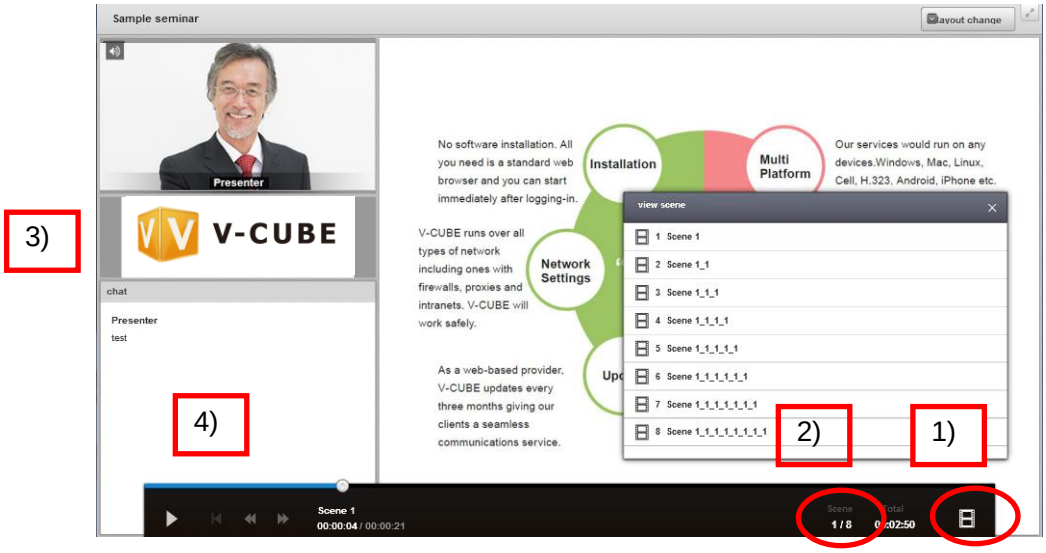
11.1.4 Indexes, Instant messages, and Banners for On-demand Videos

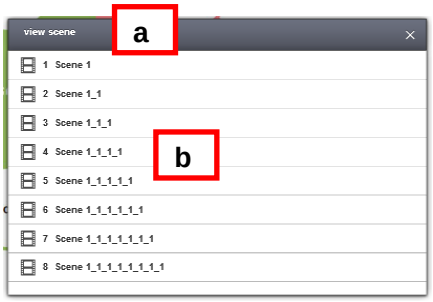
Instant messages and content overview (banners) are displayed underneath the Presenter's video image. Scenes are displayed underneath the whiteboard.



1) Scene:

A scene is displayed. When there is more than one scene, you can select the playback position of the video by switching between the scenes. If a scene has captions, you can select the scene by clicking the caption.

* The name and captions of a scene can be edited in Edit contents in Content.



a. The name of a scene is displayed. You can click the name to play the scene from the beginning.

b. If a scene has captions, they will be displayed here. You can click a caption to play from the point where it is displayed. * A caption is a description of a scene.

2) Display of scene number:

The number of the currently viewed scene is displayed.

Click the scene number to display the list of scenes in the same manner as 1).

3) Content overview:

Banners that have been registered while a seminar is streamed are displayed here, as are new banners added in the detailed settings in the **Administrator** page for on-demand video.

4) Instant messages:

This space displays any instant messages that were entered while a seminar was streamed.

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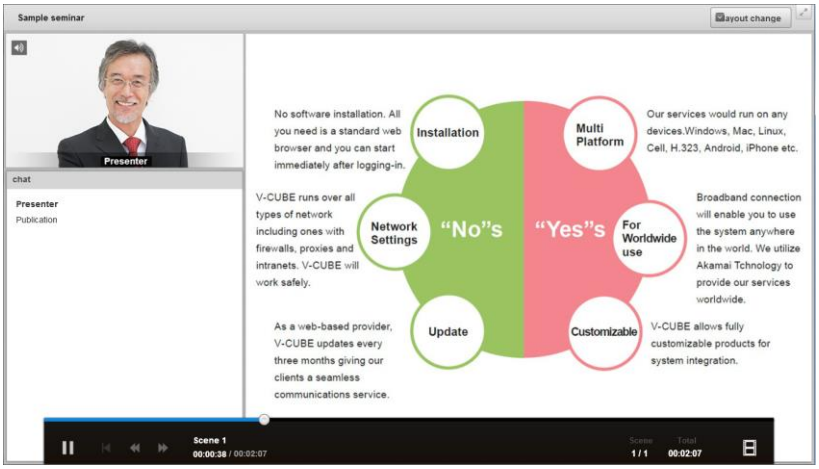
11.1.5 Switching the Video Layout for a Seminar

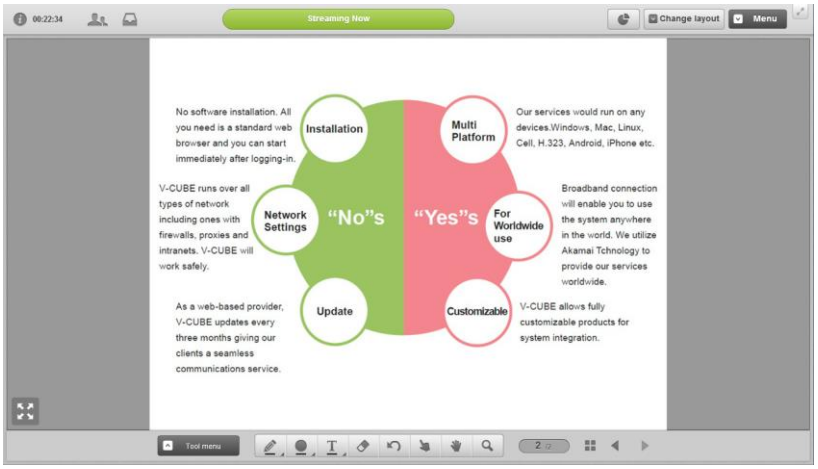
Step 1. Display a video.

Maximising the display of document

(a) Click the button in **Change layout** in the upper right corner to maximise the document display.

(b) The document display is maximised.


Sample seminar
Layout change
Presenter
chat
Presenter
Publication
No software installation. All you need is a standard web browser and you can start immediately after logging-in.
Installation
Multi Platform
Our services would run on any devices.Windows, Mac, Linux, Cell, H.323, Android, iPhone etc.
V-CUBE runs over all types of network including ones with firewalls, proxies and intranets. V-CUBE will work safely.
Network Settings
"No"s
"Yes"s
For Worldwide use
Broadband connection will enable you to use the system anywhere in the world. We utilize Akamai Tchnology to provide our services worldwide.
As a web-based provider, V-CUBE updates every three months giving our clients a seamless communications service.
Update
Customizable
V-CUBE allows fully customizable products for system integration.
Scene 1
00:00:38 / 00:02:07
1 / 1
00:02:07


00:22:34
Streaming Now
Change layout
Menu
No software installation. All you need is a standard web browser and you can start immediately after logging-in.
Installation
Multi Platform
Our services would run on any devices.Windows, Mac, Linux, Cell, H.323, Android, iPhone etc.
V-CUBE runs over all types of network including ones with firewalls, proxies and intranets. V-CUBE will work safely.
Network Settings
"No"s
"Yes"s
For Worldwide use
Broadband connection will enable you to use the system anywhere in the world. We utilize Akamai Tchnology to provide our services worldwide.
As a web-based provider, V-CUBE updates every three months giving our clients a seamless communications service.
Update
Customizable
V-CUBE allows fully customizable products for system integration.
Tool menu

Click the normal view button to restore the view.

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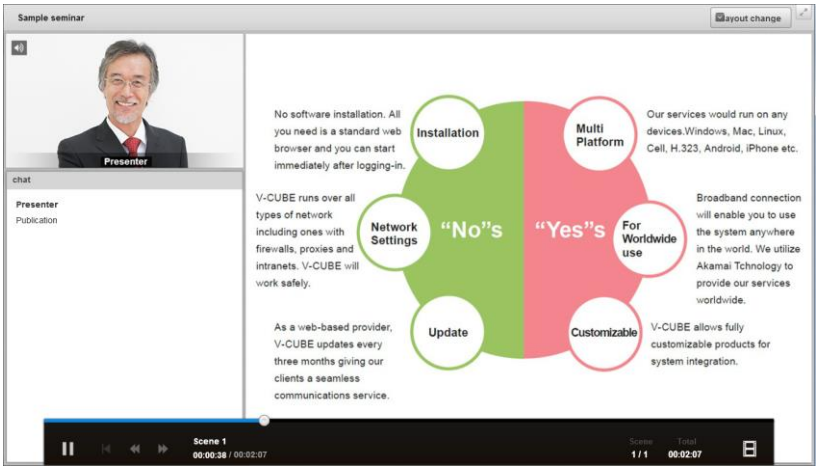
Switching between video and document layouts

(a) Click the button in **Change layout** to switch between the video and document layouts.

(b) The layout of video and document is switched.


Sample seminar
layout change
Presenter
chat
Presenter
Publication
Installation
Multi Platform
Network Settings
"No"s
"Yes"s
For Worldwide use
Update
Customizable
No software installation. All you need is a standard web browser and you can start immediately after logging-in.
Our services would run on any devices.Windows, Mac, Linux, Cell, H.323, Android, iPhone etc.
V-CUBE runs over all types of network including ones with firewalls, proxies and intranets. V-CUBE will work safely.
Broadband connection will enable you to use the system anywhere in the world. We utilize Akamai Tchnology to provide our services worldwide.
As a web-based provider, V-CUBE updates every three months giving our clients a seamless communications service.
V-CUBE allows fully customizable products for system integration.
Scene 1
00:00:38 / 00:02:07
1 / 1
00:02:07

Click the normal view button to restore the view.

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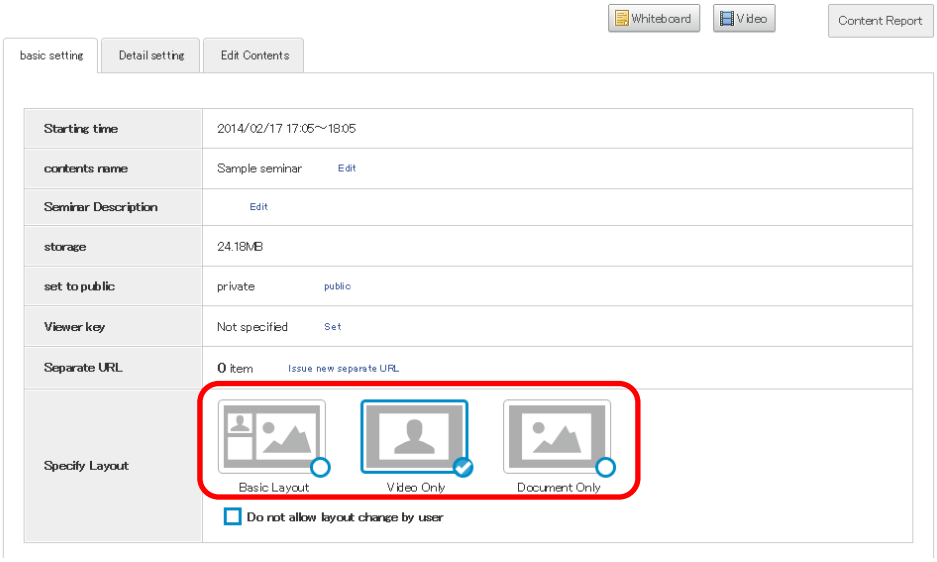
11.1.6 Specifying the Initial Layout of the On-demand Player

You can select the default layout from the following three patterns during the on-demand playback.

Step 1. **Select a content and then specify a layout from the basic setting tab.**

Step 2. **Select a default layout from Specify Layout.**

Playback of the on-demand content begins with the selected layout.
Users can change the layout during the playback of the on-demand content.



Step 3. **You can restrict users from changing the layout.**

You can restrict users who are viewing on-demand contents from changing the layout from the one you specified by selecting the check box beside the following item.

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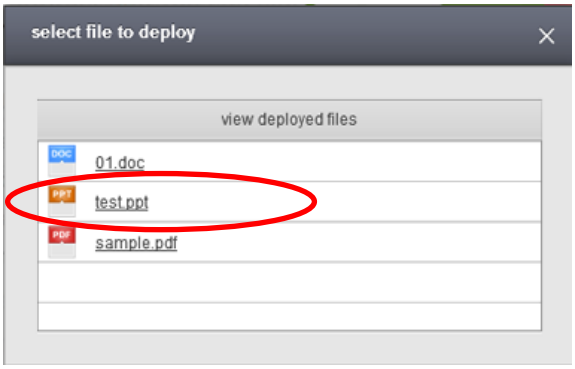
11.1.7 Downloading Documents

Step 1. Display a video.

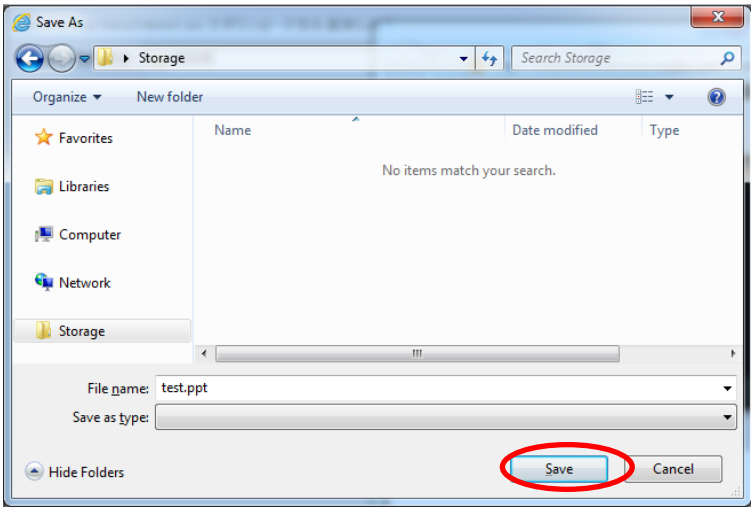
Step 2. Click the document button.

You are able to click this button if any document has been uploaded.

Step 3. Select the document you want to download.



Step 4. Select a destination to save the file and click the Save button.



You have now downloaded documents.

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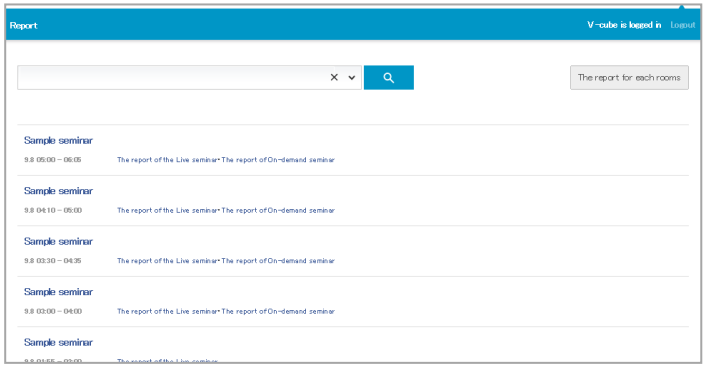
11.1.8 Viewing the Instant Message Log

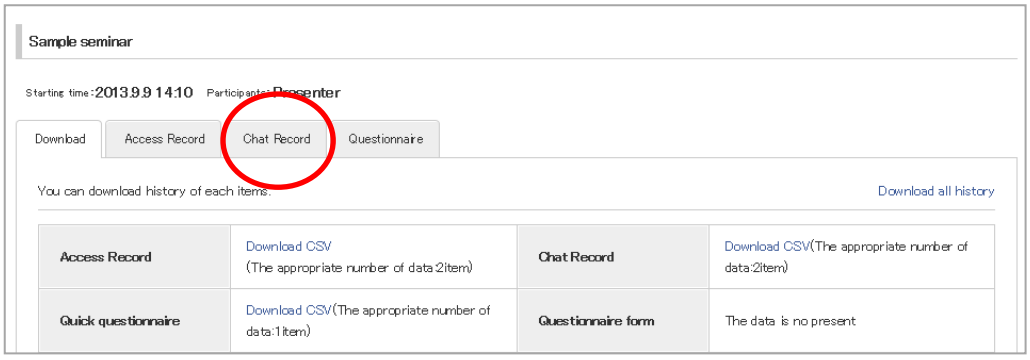
Step 1. Click Report.

Past seminars are displayed.

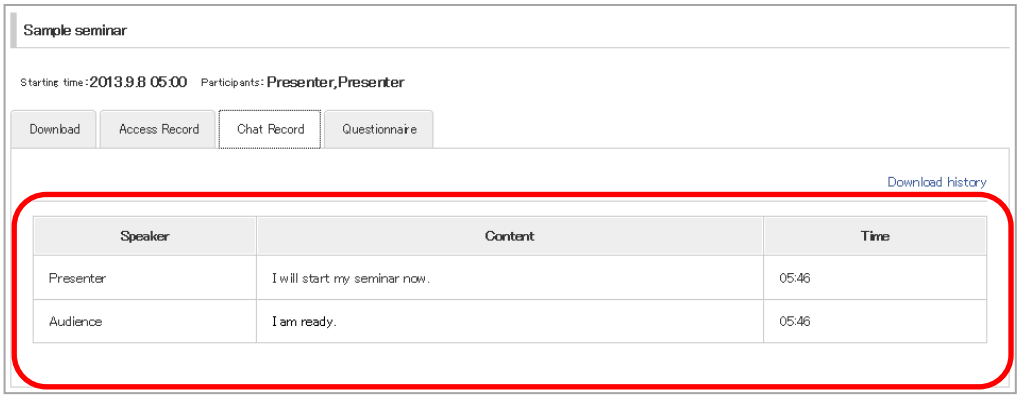


Step 2. Click The report of the Live seminar.

Step 3. Click Chat Record.



The log is displayed.



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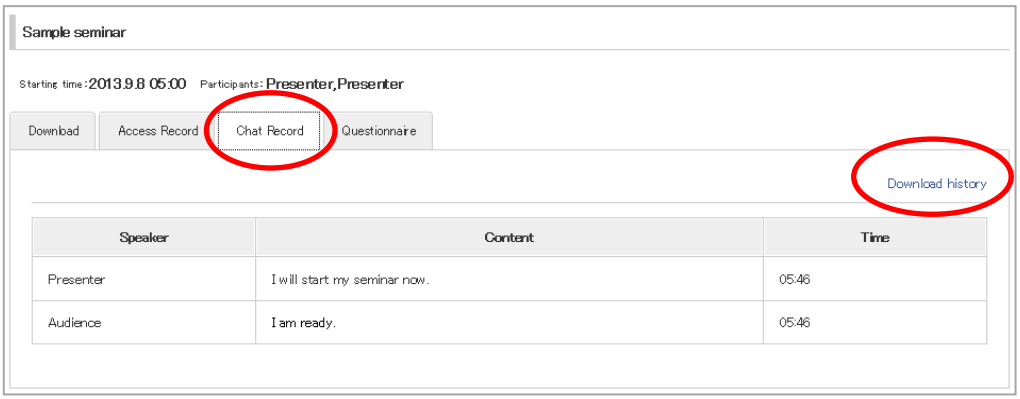
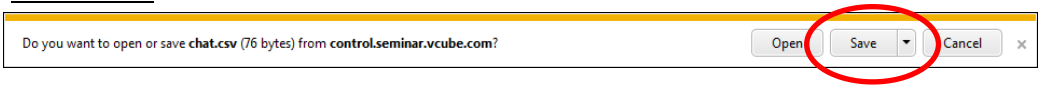
11.1.9 Downloading Instant Message Log

Step 1. Display Chat Record.

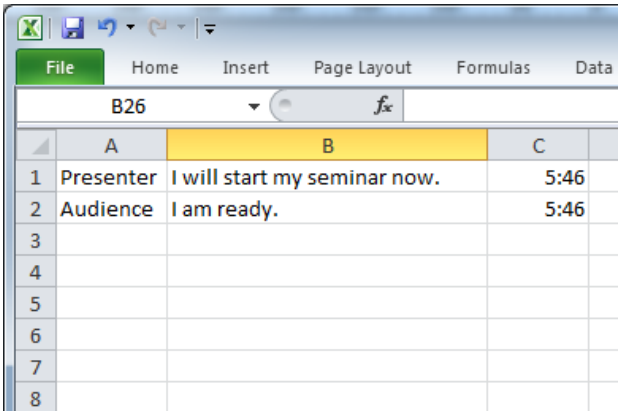
Step 2. Click Download history.



Step 3. Click Save.



The log is downloaded in CSV format.



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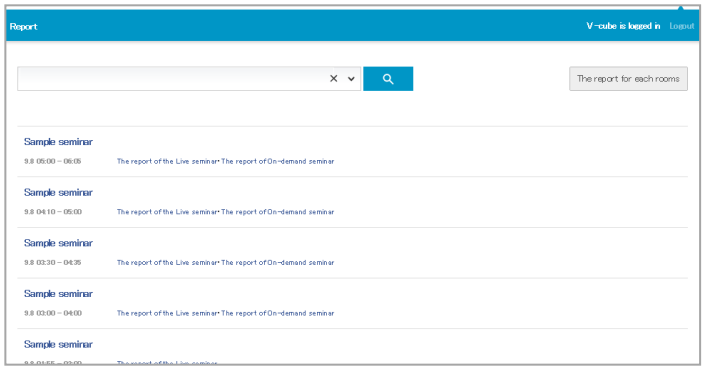
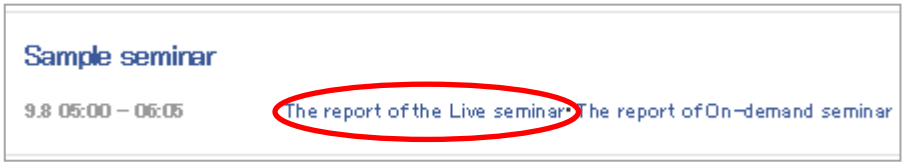
11.1.10 Viewing Results of a Questionnaire Carried Out during a Seminar

Step 1. Click Report.

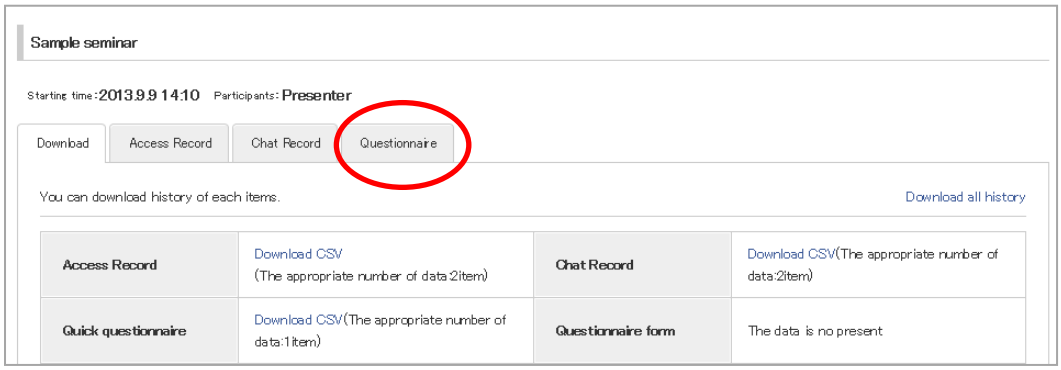
Past seminars are displayed.



Step 2. Click The report of the Live seminar.



Step 3. Click Questionnaire.



The questionnaire results are displayed.

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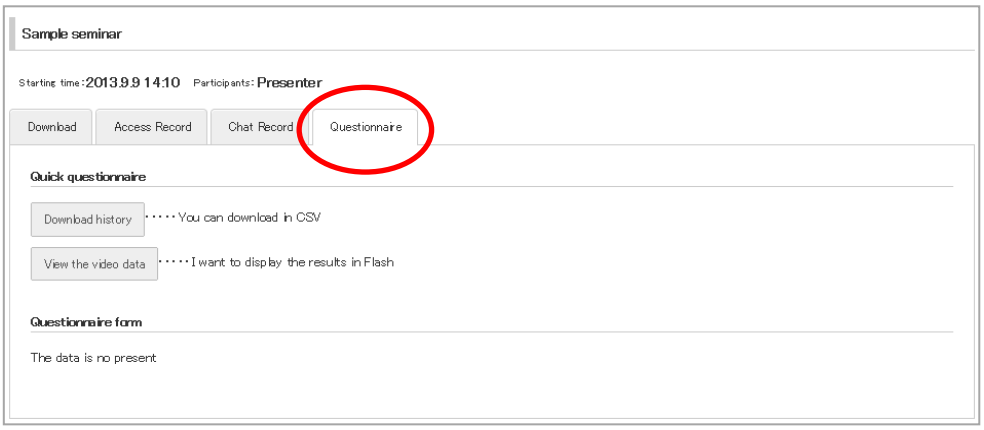
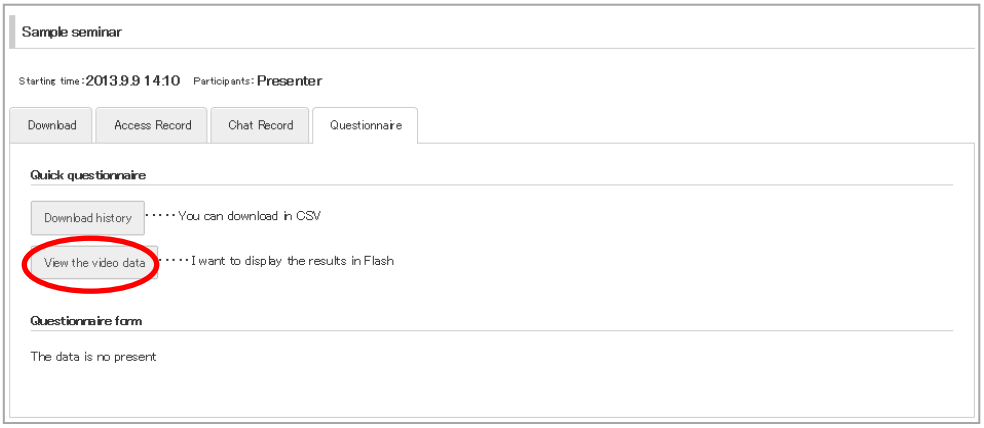
11.1.11 Displaying Questionnaire Results as a Graph

Step 1. Display a questionnaire.



Step 2. Click View the video data.



The questionnaire results are displayed as a graph.

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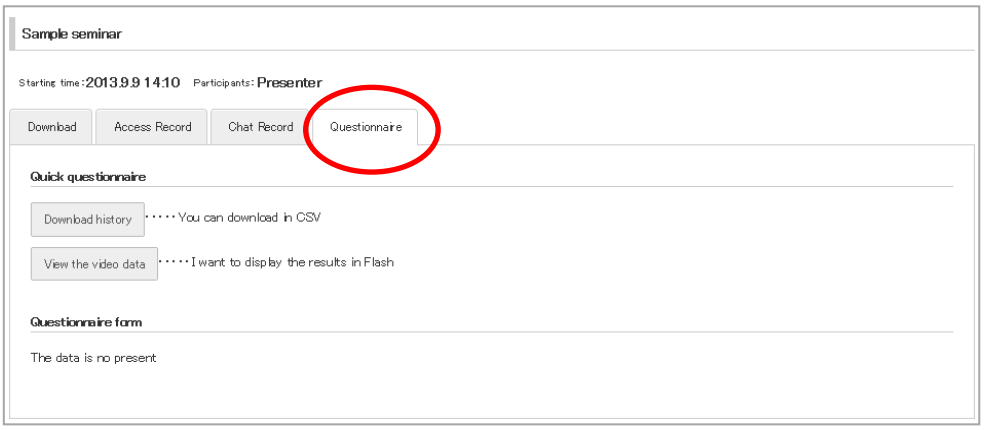
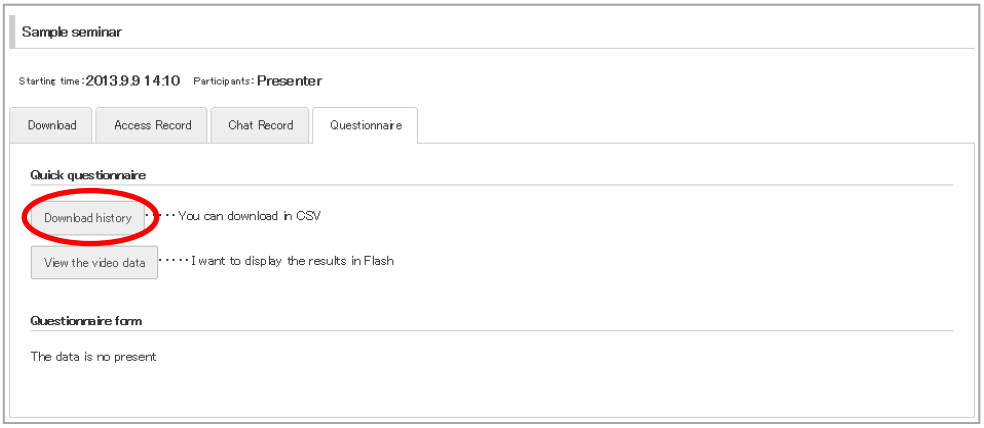
11.1.12 Downloading Questionnaire Results Data

Step 1. Display a questionnaire.



Step 2. Click Download history.



Step 3. Click Save.

In this manner, you can download the questionnaire results in CSV format.

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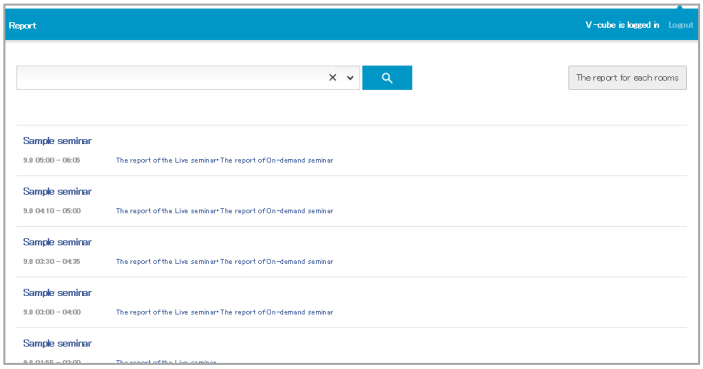
11.1.13 Viewing Results of a Form-based Questionnaire Carried Out during a Seminar (* Optional Feature)

You can view the results of a form-based questionnaire carried out during a seminar.

Note 1. Questionnaire forms are an optional feature. Contact our sales representative if you want to use this functionality.

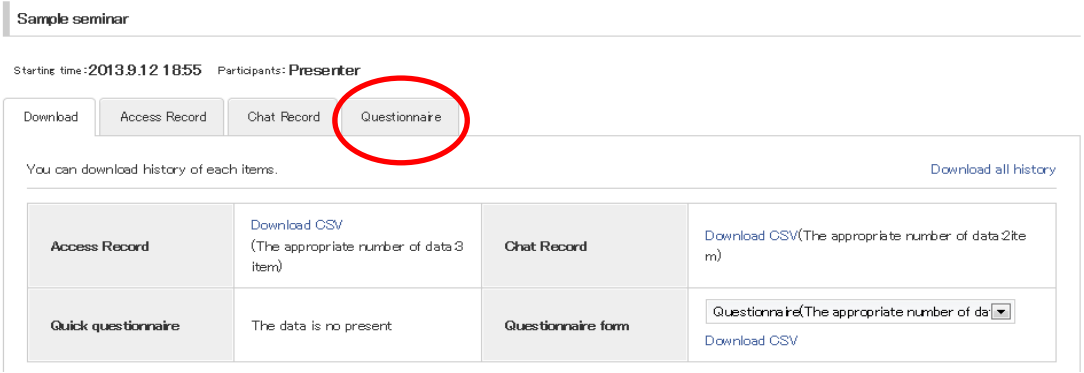
Step 1. Click Report.

Past seminars are displayed.



Step 2. Click The report of the Live seminar or The report of On-demand seminar.

Step 3. Click Questionnaire.



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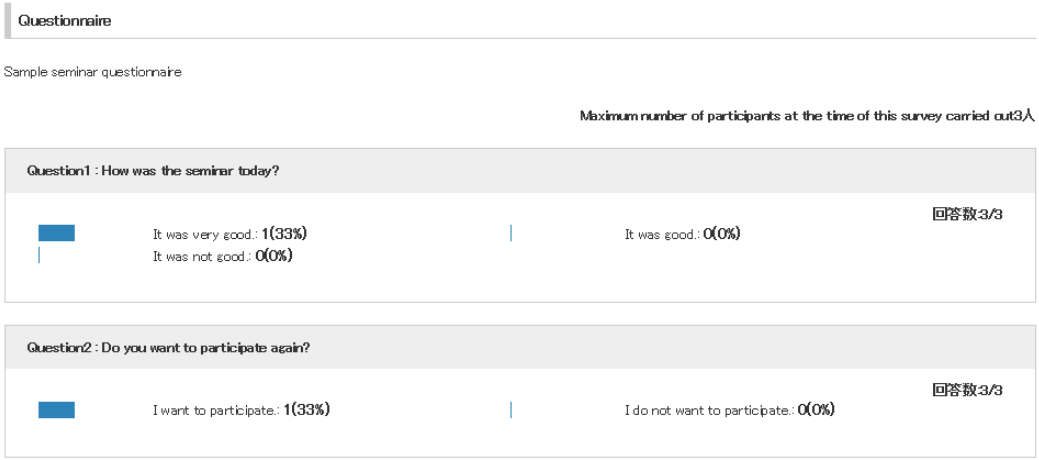
Step 4. Click the title of the questionnaire form you want to view.

Note 2. It may take some time to display the results of a questionnaire form, which was held after the seminar.

You have now displayed the results of a form-based questionnaire.


Questionnaire
Sample seminar questionnaire
Maximum number of participants at the time of this survey carried out3人
Question1 : How was the seminar today?
回答数:3/3
It was very good.: 1(33%)
It was good.: 0(0%)
It was not good.: 0(0%)
Question2 : Do you want to participate again?
回答数:3/3
I want to participate.: 1(33%)
I do not want to participate.: 0(0%)

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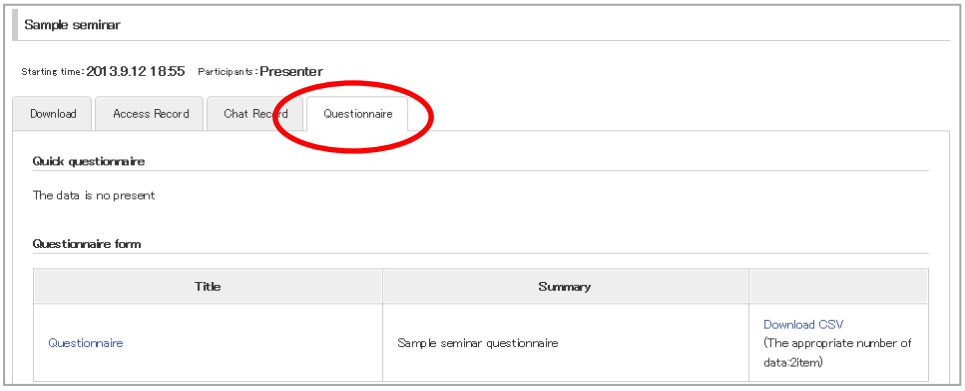
11.1.14 Downloading Data for Form-based Questionnaire Results

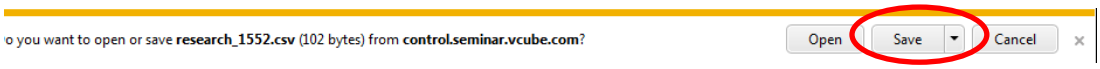
You can download the results of a form-based questionnaire in CSV format.

Step 1. Click Questionnaire.



Step 2. Click Download CSV beside the questionnaire to obtain the results you want to download.

Step 3. Click Save to save the data to your PC.



You have now downloaded the results of a form-based questionnaire.

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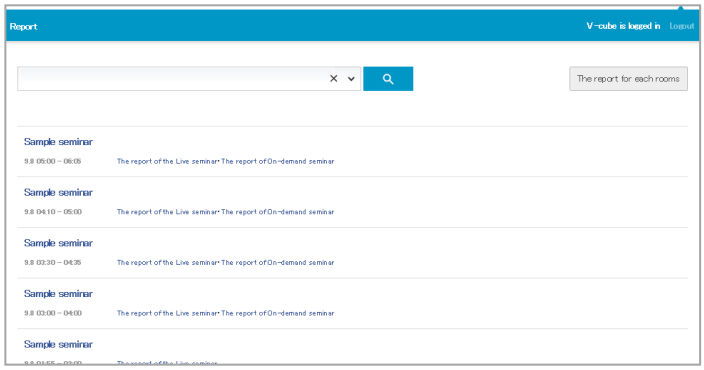
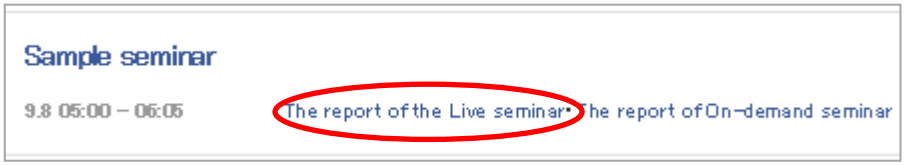
11.1.15 Checking the Access Log

Step 1. Click Report.

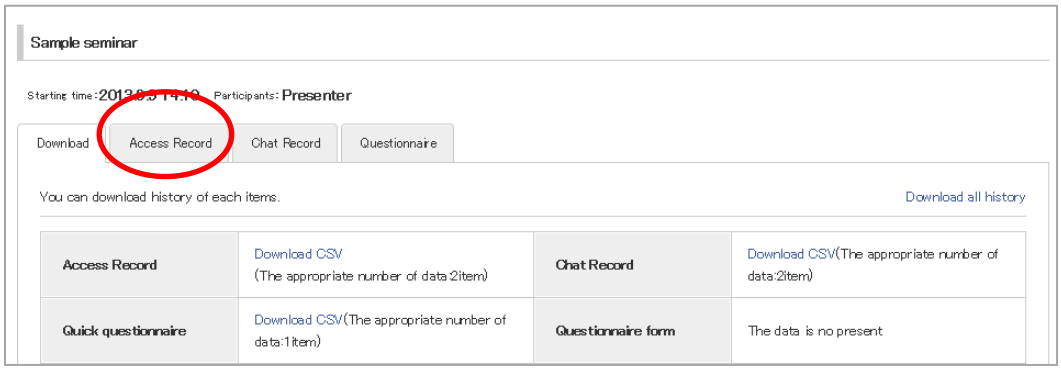
Past seminars are displayed.



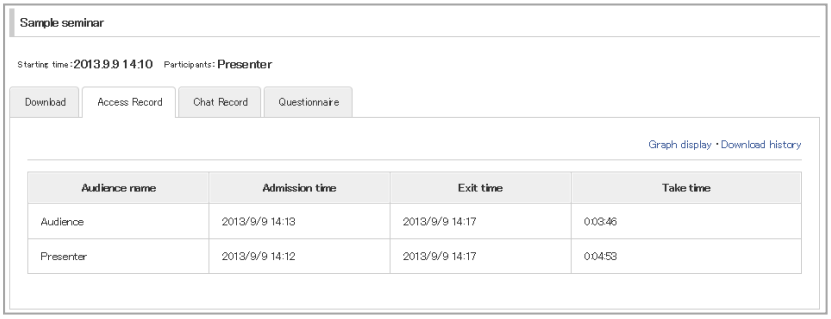
Step 2. Click The report of the Live seminar.



Step 3. Click Access Record.



The access log is displayed.



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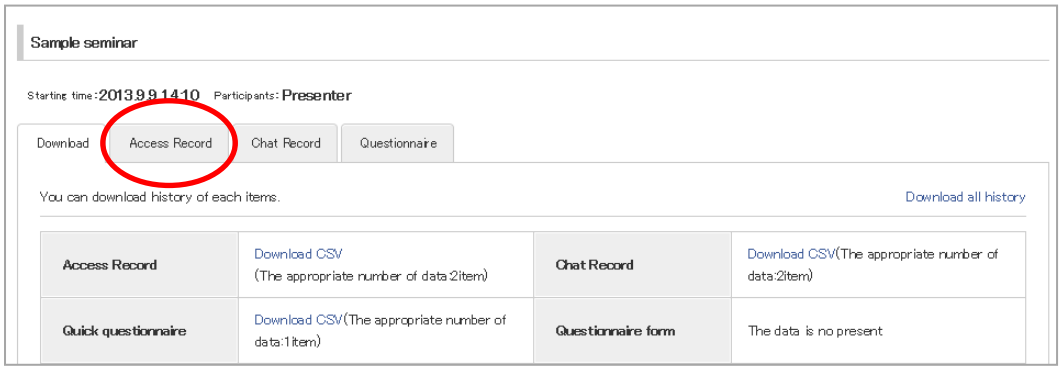
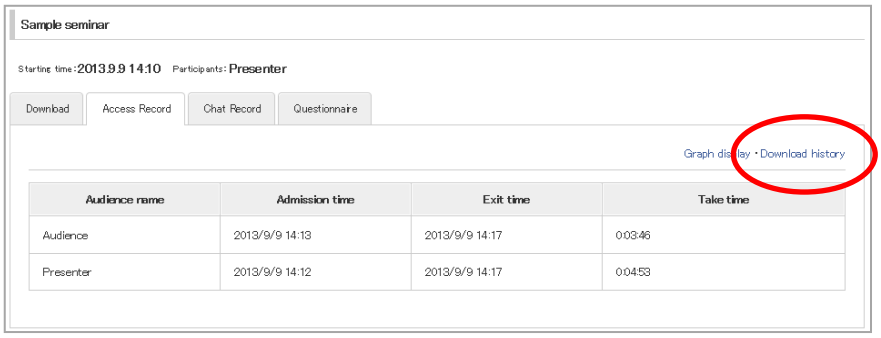
11.1.16 Downloading Access Log Data

Step 1. Click Access Record.

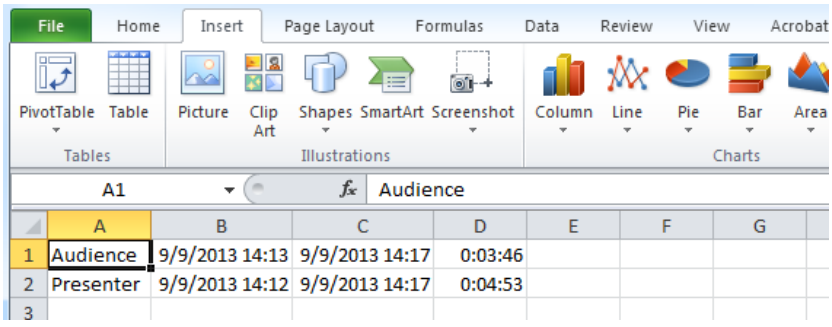


Step 2. Click Download history.



Step 3. Click Save.

The data is downloaded in CSV format.



You have now downloaded the access log.

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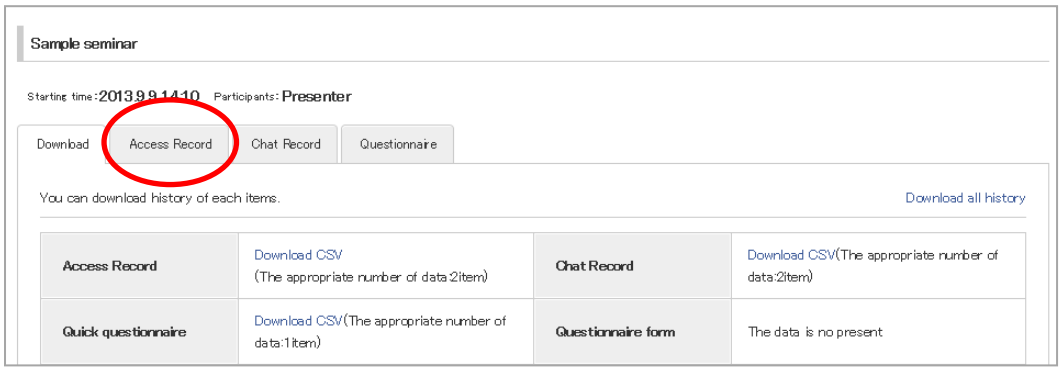
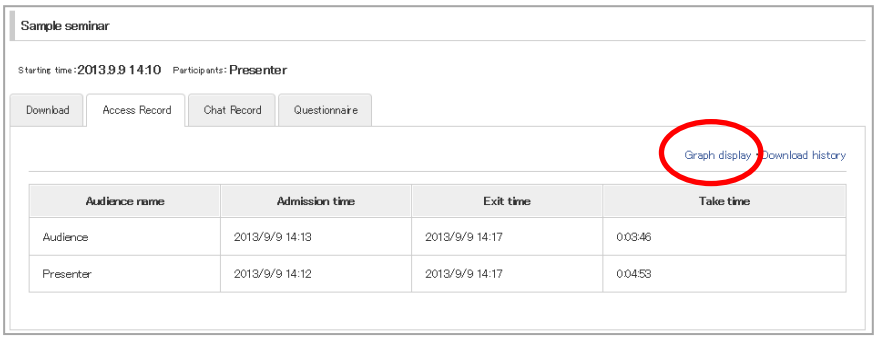
11.1.17 Representing Access Log Data as a Graph

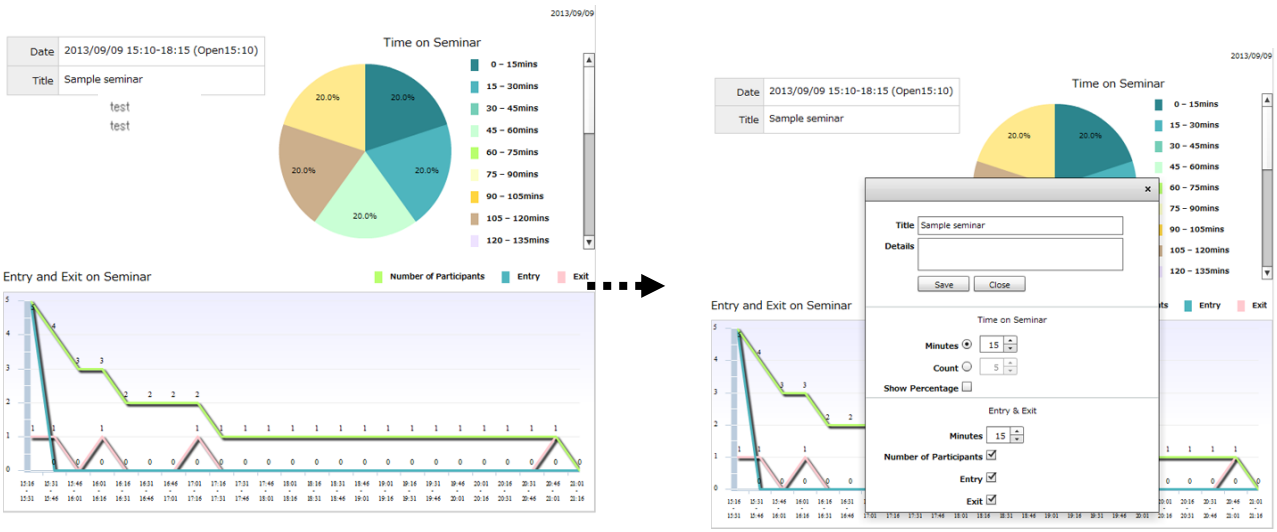
Step 1. Click Access Record.



Step 2. Click Graph display.



Step 3. The data is displayed as graphs. You can configure the graph settings by clicking on the screen.



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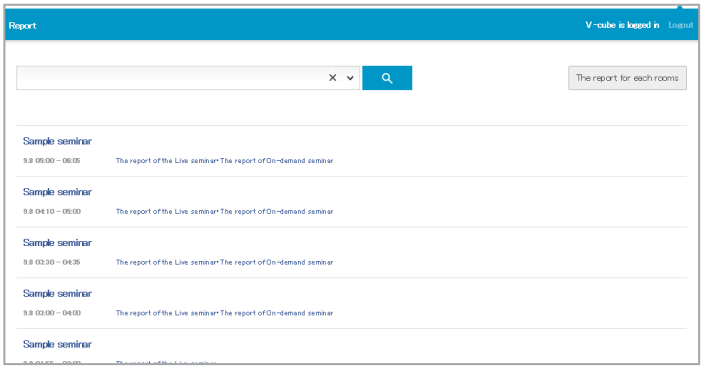
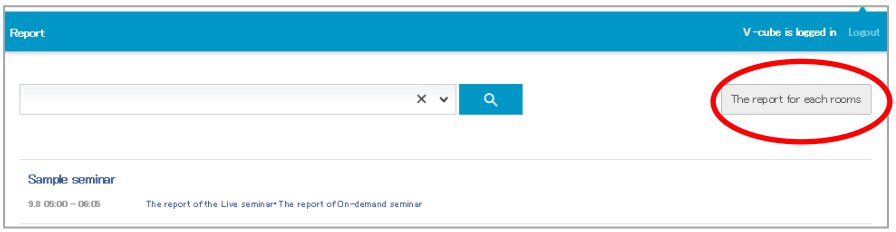
11.1.18 Viewing On-demand Video History (On-demand Video History for Each Seminar Room)

Step 1. Click Report.

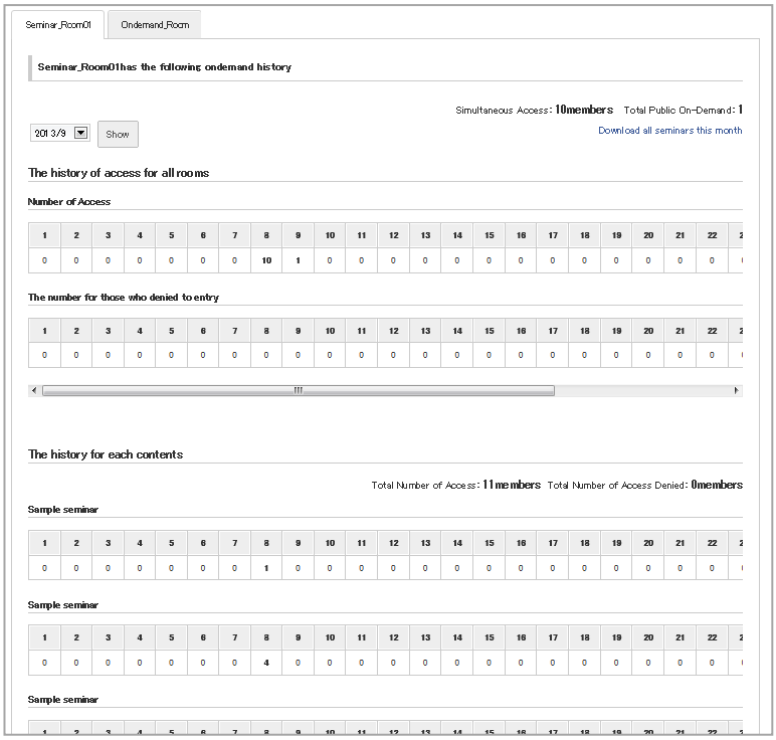
Past seminars are displayed.



Step 2. Click The report for each rooms.


Report
V-cube is logged in
Logout
The report for each rooms
Sample seminar
The report of the Live seminar• The report of On-demand seminar

The on-demand video history is displayed.



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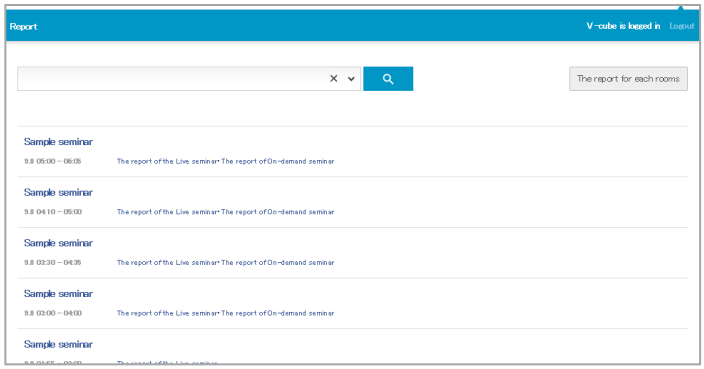
11.1.19 Viewing On-demand Video History (On-demand Video History for Each Seminar)

Once you publish an on-demand video, you will be able to check the on-demand video history.

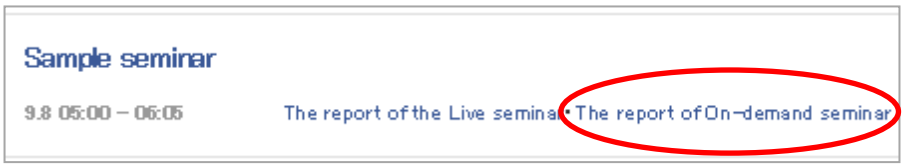
The button for viewing the on-demand video history appears when an on-demand video is made available to the public.

Step 1. Click Report.

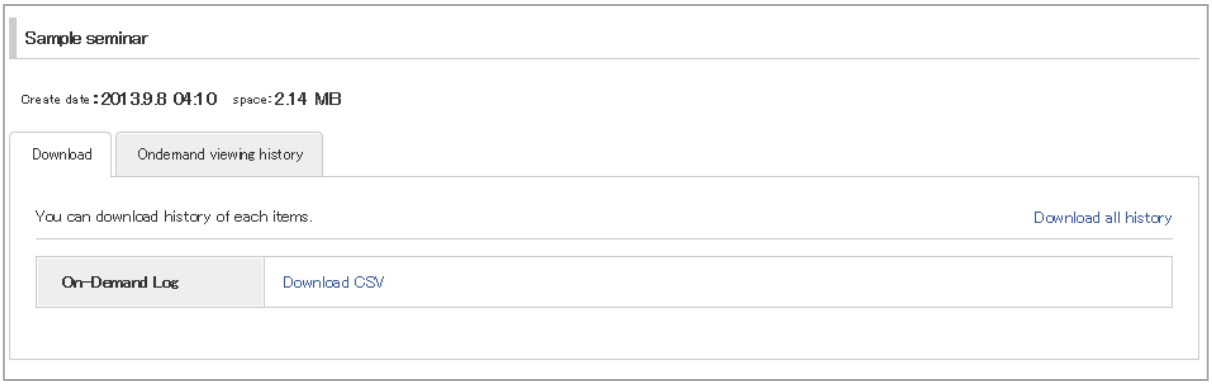
Past seminars are displayed.



Step 2. Click The report of On-demand seminar beside the seminar for which you want to obtain a report.



The on-demand video history is displayed.



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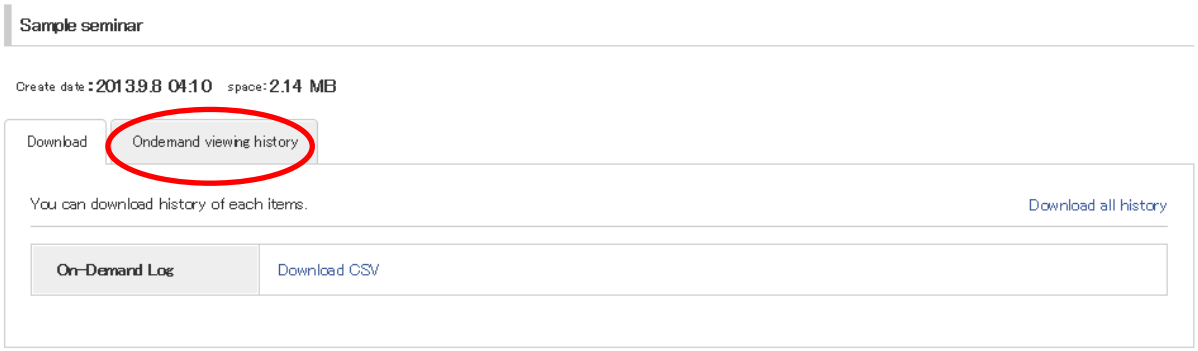
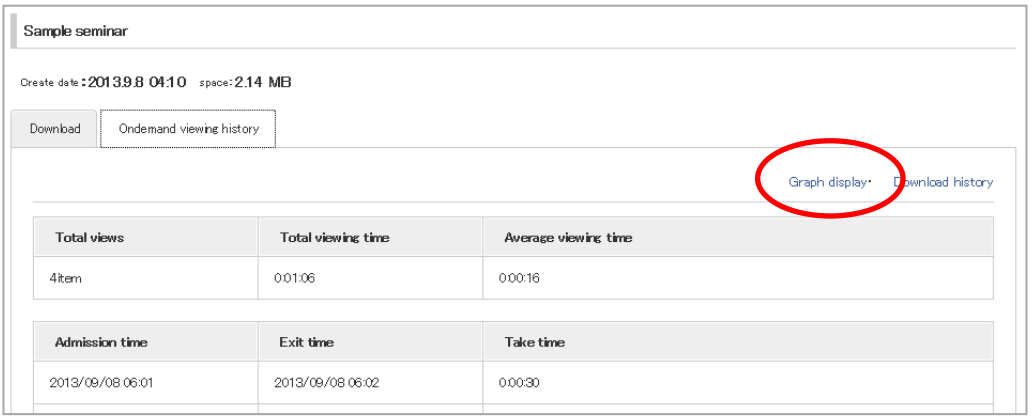
11.1.20 On-demand Access Analysis (Display as Graphs)

Step 1. Click Ondemand viewing history beside the seminar whose access history you want to view.



Step 2. Click Graph display.



The data is displayed as graphs.

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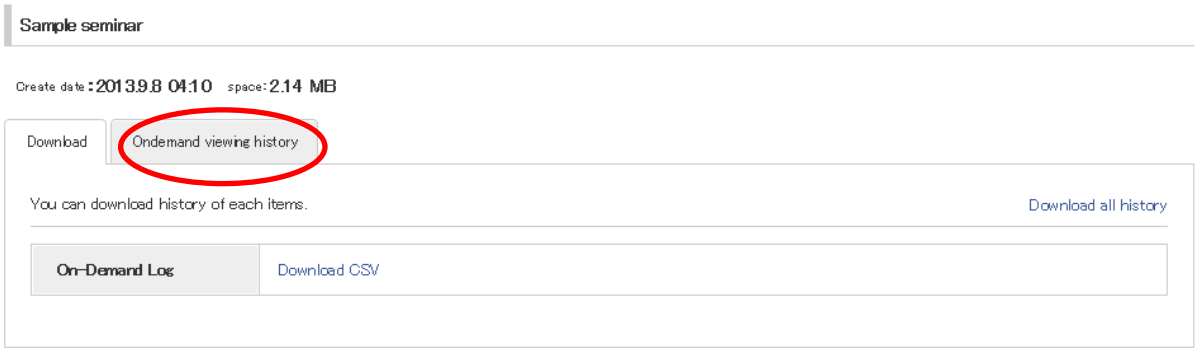
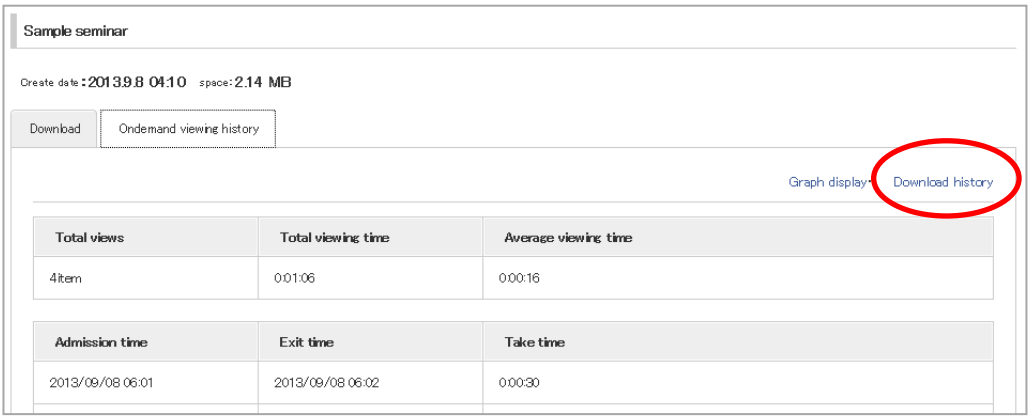
11.1.21 Downloading Data on Viewing Times from the On-demand Video History

Step 1. Click Ondemand viewing history beside the seminar whose access history you want to view.

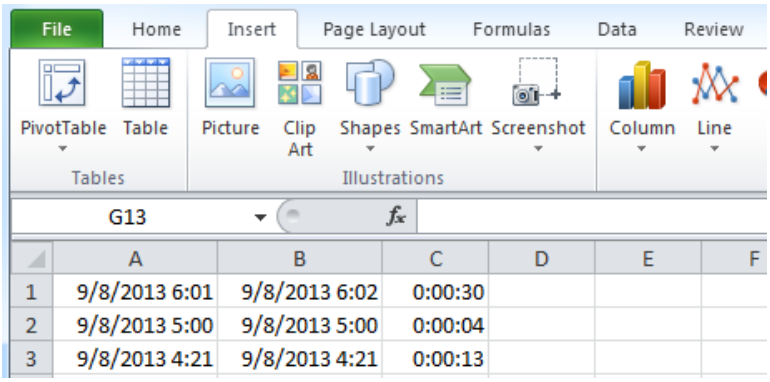


Step 2. Click Download history.



Step 3. Click Save.

The data is downloaded in CSV format.



This completes "3. Seminar Commencement and Recording (On-demand Video) by the Presenter" of the V-CUBE Seminar User Manual.

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